



புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry

The Gazette of Puducherry

PART - I

சிறப்பு வெளியீடு

EXTRAORDINAIRE

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GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
(G.O. Ms. No. 8, dated 29th July 2013)

ORDER

In exercise of the powers conferred by section 18 of the Citizenship Act, 1955 read with rule 3 and 4 of the Citizenship (Registration of the Citizens and Issue of National Identity Cards) Rules, 2003, the Central Government have decided to prepare the National Population Register in the country which involves (i) Data collection and (ii) Biometric enrolment of all usual residents in the Union territory of Puducherry.

2. The National Population Register means a register containing details of persons usually residing in a village or rural area or town or ward or demarcated area (demarcated by the Registrar General of Citizen Registration) within a ward in a town or urban area.

3. The various stages involved in the preparation of National Population Register (NPR) are as follows :—

- (a) Collection of demographic data of all citizens usually residing in a local area.
- (b) Collection of biometric data *i.e.*, photo, finger prints of ten fingers and iris of the 5 years and above age group population.
- (c) Publishing the draft of the Local Register of Usual Residents (LRUR) by the Sub-District or Taluk Registrar, for inviting any objections or for inclusion of any name or corrections for the family or individual particulars collected and processed to be finally entered in the National Register of Indian Citizens.
- (d) Finalisation of National Population Register after disposal of claims and objections by the District Registrar.
- (e) Issue of National Resident Identity Card.

4. In this context, His Excellency the Lieutenant-Governor, Puducherry is pleased to appoint the following officers under the Citizenship Act, 1955 and Citizenship (Registration of the Citizens and Issue of National Identity Cards) Rules, 2003 for the purpose of preparation of the National Population Register (NPR) in the Union territory of Puducherry to take, or aid in or supervise the NPR operations within the administrative area specified against each of them :—

Sl. No.	Designation	NPR designation	Administrative area
1	Secretary to Government (Revenue).	State Coordinator	Entire Union territory of Puducherry.
2	District Collector	District Registrar	Respective District
3	Sub/Deputy Collector (Revenue).	Sub-District Registrar	Respective Revenue Sub-Division.
4	Tahsildar	Taluk Registrar	Respective Taluk
5	Deputy Tahsildar	Sub-Taluk Registrar	Respective Mahe and Yanam Sub-Taluks.
6	Village Administrative Officer	Local Registrar	Respective Revenue Village.

5. The duties and responsibilities of Registrars at various levels and general public in connection with NPR are as follows :—

- (i) *State Coordinator* : Over all in-charge of the NPR project in Puducherry Union Territory and shall be coordinating the District Registrar/Sub-District Registrar/Local Registrar. Liasoning between Union Territory Government and Registrar-General, India and Director of Census Operations.
- (ii) *District Registrar* :
 - (a) Appointment of all functionaries at the district level.
 - (b) Training of all functionaries at the district level.
 - (c) Distribution of material for the field work.
 - (d) Ensuring proper publicity.

- (e) Undertaking inspection of data collected and biometric camps from time to time.
- (f) Ensuring and certifying complete coverage.
- (g) Disposing claims submitted by the individuals as per rules and instructions issued from time to time.
- (h) Authentication of the data as per the rules and instructions issued from time to time.
- (i) Exercising financial control over expenditure.
- (j) Coordinating NPR work at the district level.
- (k) Any other task assigned from time to time.

(iii) *Sub-District Registrar :*

- (a) Appointment of all functionaries at the Sub-District level.
- (b) Training of all functionaries at the Sub-District level.
- (c) Distribution of material for the field work.
- (d) Ensuring proper publicity.
- (e) Undertaking inspection of data collection and biometric.
- (f) Ensuring timely start and completion of NPR work.
- (g) Ensuring correctness and quality of data collection.
- (h) Ensuring and certifying complete coverage.
- (i) Disposing of claims submitted by the individuals as per instruction issued from time to time.
- (j) On the application made by the concerned persons, modification of any entry in respect of the following particulars in the National Population Register after due verification.
 - * Change of name; or
 - * The name of the applicant's parent in case his status has been altered by adoption under the relevant laws; or
 - * Change of residential address; or
 - * Change of marital status; or
 - * Change of sex.
- (k) Authentication of the data as per the instructions issued from time to time.
- (l) Exercising financial control over expenditure.
- (m) Coordinating NPR work at the Sub- District level.
- (n) Any other task assigned from time to time.

(iv) *Taluk Registrar :*

- (a) Training of all functionaries at the Taluk level.
- (b) Distribution of material for the field work.
- (c) Ensuring proper publicity.
- (d) Undertaking inspection of data collection and biometric.
- (e) Ensuring timely start and completion of NPR work.

- (f) Ensuring correctness and quality of data collection.
 - (g) Ensuring and certifying complete coverage.
 - (h) Disposing of claims submitted by the individuals as per instruction issued from time to time.
 - (i) On the application made by the concerned persons, modification of any entry in respect of the following particulars in the National Population Register after due verification.
 - * Change of name; or
 - * The name of the applicant's parent in case his status has been altered by adoption under the relevant laws; or
 - * Change of residential address; or
 - * Change of marital status; or
 - * Change of sex.
 - (j) Authentication of the data as per the instructions issued from time to time.
 - (k) Exercising financial control over expenditure.
 - (l) Coordinating NPR work at the Taluk level.
 - (m) Any other task assigned from time to time.
- (v) *Local Registrar :*
- (a) Ensuring arrangements for publicity/awareness campaign in the rural/town regarding the creation of NPR by making drum beat, mike announcements, etc.
 - (b) Ensuring the full coverage of area under her/his jurisdiction and that no household/individual has been left out.
 - (c) Displaying the list of 'usual residents' in some prominent places in the village/ward area.
 - (d) Marking correction in the list and submitting the same to Taluk Registrar after incorporating the changes/objection.
 - (e) Authenticating the collected data in respect of "usual residents" as per instructions issued from time to time.
 - (f) Any other tasks assigned from time to time.
- (vi) *General Public :*
- (a) Give information to the enumerator.
 - (b) Attend the biometric camp on the assigned date and time.
 - (c) As per rule 7, the head of family and individual to act as informant.
1. It shall be compulsory for every citizen of India to assist the official responsible for preparation of the National Register of Indian Citizens under rule 4 and get himself registered in the local register of Indian Citizens during the period of initialisation.

2. It shall be responsibility of the head of every family, during the period specified for preparation of the population register, to give the correct details of name and number of members and other particulars, as specified in sub-rule (3) of rule 3, of the family of which he is the head.
3. It shall be the responsibility of every citizen to register once with the Local Registrar of Citizen Registration and to provide correct individual particulars to that authority.
4. In the case of dependents, such as minor who has not attained the age of eighteen years, or who is disabled the responsibility of reporting the particulars under this rule shall be of the head of the family:

Provided that in so far as inmates of institutions, such as orphanages, old age homes, mental asylums are concerned, the responsibility for providing the requisite details shall lie with the head of the institution.

- (d) Fill the KYR forms.
- (e) Strict discipline should be maintained in the camp.
- (f) After the publication of LRUR check their own particulars and if any discrepancy found, bring it to the notice of Local Registrar.
- (g) The National Identity Card shall be the property of the Central Government.
- (h) No person shall willfully destroy, transfer or use in any form the National Identity Card, except for the lawful purposes.
- (i) On the happening of any of the events specified under sub-rule (1) of rule 10, the National Identity Card shall be surrendered by the citizen concerned or his nearest relative, as the case may, to the Registrar General of Citizen Registration or any other authorised officer acting on his behalf.
- (j) In the event of loss of the National Identity Card, it shall be the duty of the citizen or his nearest relative, as the case may be, to report the matter immediately to the nearest police station and the concerned authority.

Penal provision in certain cases.— Any violation of provisions of rules 5,7,8,10,11 and 14 of the Citizenship (Registration of the Citizens and Issue of National Identity Cards) Rules, 2003 shall be punishable with fine which may extend to one thousand rupees.

(By order of the Lieutenant-Governor)

Dr. S.B. DEEPAK KUMAR, I.A.S.,
Special Secretary (Revenue).

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